**POLICY AND SYSTEMIC ADVOCACY OFFICER**

**Position level:** ACT MEA Award level 5.1; $76,776pa (pro rata) plus 9.5%superannuation and generous salary packaging

**Position title:** Policy and Systemic Advocacy Officer

**Responsible to:**Policy and Sector Development Manager

**Hours:** 4 days/26-30 hours per week

MHCC ACT is seeking a person with the experience, qualifications and character for a challenging work program in a sector which has undergone massive transformation in the past few years.

MHCC ACT is the peak body for NGO community based mental health service providers. This sector covers the range of non-government organisations (NGO) that offer recovery, early intervention, prevention, health promotion and community support services for people with a mental illness.

**The position**

As part of a small team of part-time staff, and under the leadership of the Policy and Sector Development Manager, you will engage in a range of activities aimed at sustaining and strengthening non-government organisation (NGO) community managed mental health services in the ACT.

Under direction from the Manager of this team, this position is responsible for the policy and systemic advocacy area of MHCC ACT’s work program. This requires a sound understanding of, and keeping up to date with, the policy environment that governs NGO mental health services and what and where the issues are in the ACT. You will liaise equally effectively with service providers, peak bodies, government agencies, academics and others. You will work with stakeholders to develop advocacy strategies, approaches to policy issues and submissions to government. You will represent the organisation on various committees and working groups.

You will value the expertise from people with a lived experience of mental illness, their families and carers, in your work. You will practice continuous quality improvement and establish systems to gauge the effectiveness of MHCC ACT’s policy and advocacy work through stakeholder feedback and other appropriate means.

Amongst your first tasks will be to work with stakeholders to develop an MHCC ACT Policy and Advocacy Strategy for the next three years.

You will participate in regular staff meetings and contribute to other areas of MHCC ACT’s work program as appropriate.

You will be expected to have familiarised yourself with the work of the organisation and understand the role of peak organisations and the ‘community sector’. As a small organisation it is particularly important that our staff work effectively with each other and contribute to a considerate and productive work environment.

You will be proficient in the use of Microsoft Office suite of products and have the ability and willingness to learn new skills and use them in your daily work. Our office has recently moved to using SharePoint. Other IT platforms regularly used include Mailchimp; SurveyMonkey; Doodle poll and Eventbrite

**Accountability**

You will report to the Manager of the Policy and Sector Development team. You will also be required to support other areas of our work program as appropriate.

**The Organisation**

The MHCC ACT vision is to be the voice for quality mental health services shaped by lived experience. Our purpose is to foster the capacity of ACT community managed mental health services to support people to live a meaningful and dignified life. To be successful in this task we need to effectively prioritise issues and be strategic in the way we work due to the great range of issues to be addressed.

MHCC ACT also contributes to the development of quality community managed mental health services nationally via its involvement with Community Mental Health Australia.

If successful, you will join a harmonious and supportive organisation committed to high standards of professionalism and a culture of continuous quality improvement. We pride ourselves on having a relatively flat management structure, offering our staff autonomy but with the expectation that they work within the parameters of the organisation, are practiced team players, proactive communicators, have well developed time management skills, and raise issues early. We offer staff regular development and training opportunities.

**SELECTION CRITERIA** (SKILLS AND KNOWLEDGE REQUIRED)

**Qualifications**

1. Tertiary qualifications preferably in social sciences, humanities, community development mental health or a related field, OR an equivalent combination of experience and training.

**Experience**

1. Relevant experience in policy and advocacy work, preferably in one or more of the following: Health Promotion; Mental Health and Wellbeing, Psychosocial disability; Social Work; Community Sector; Government.
2. Demonstrated strong, respectful and effective communication and interpersonal skills, both written and oral. This includes the ability to:
3. communicate with and influence a wide range of people
4. build and maintain relationships between MHCC ACT and its stakeholders
5. write effective letters, reports, minutes and submissions to a range of audiences
6. represent MHCC ACT in various meetings and forums; organise meetings; occasionally facilitate/lead them; report on same
7. communicate with other staff, including by sharing learnings, giving feedback, and seeking and accepting feedback and guidance
8. Good analytical and research skills, including the ability to:
9. quickly get on top of new issues and developments
10. conduct basic research and literature reviews
11. assess feedback and other information from a variety of sources and synthesise this into coherent messages and reports
12. stay well informed about local and national developments in the sector
13. establish simple systems to evaluate and monitor outcomes

1. Demonstrated project management skills, particularly in
2. time management
3. juggling short and longer term priorities
4. following a project through to completion
5. producing timely and quality outcomes
6. problem solving and solutions focus
7. working independently and as part of a team
8. Proficient in the use of the Microsoft Office and other IT products in all aspects of your work.

**Additional requirements:**

* A current Working with Vulnerable People check or willingness to undertake one
* A current Police Check or willingness to undertake one
* The position is subject to a three month probationary period

**HOW TO APPLY**

To apply, please send the following documents by email to admin@mhccact.org.au (Word or pdf format):

1. Cover letter summarising why you want this position and your capacity to deliver high quality outcomes (1-2 pages)
2. Statement addressing the requirements in the selection criteria (maximum 4 pages). Please note that while you need to demonstrate that you meet the requirements of each of the six selection criteria, you do not need to address each of the sub points (ie. a,b,c etc) separately
3. Current CV/Resume, including full name; best contact phone number; and email address (maximum 4 pages).

MHCC ACT is an equal opportunity employer and people with lived experience of mental health issues and/or diverse backgrounds are encouraged to apply.

**Important**

Your application is only considered complete if it contains all three of the above listed documents. If any of these documents are missing or incomplete your application will not be read or evaluated.

**THE PROCESS**

Complete applications will be assessed, and those shortlisted will be offered an interview by a small panel of people. You might also be asked for a follow up interview. People not shortlisted will be advised as soon as possible.

We are seeking to fill this position as soon as possible.

**Applications close midnight  Monday 23 September 2019**

**FOR MORE INFORMATION**

Contact Policy & Sector Development Manager Leith Felton-Taylor or MHCC ACT Executive Officer, Simon Viereck, on ph (02) 6249 7756.

ENDS